

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 600-3

16 November 1998

Personnel General
MEAL CARD MANAGEMENT

	<u>Para</u>	<u>Page</u>
HISTORY	1	1
PURPOSE	2	1
SCOPE	3	1
REFERENCES	4	1
RESPONSIBILITIES	5	1
SOLDIER SUPPORT FILE	6	2
FIELD OPERATIONS	7	2
ADMINISTRATIVE REQUIREMENTS	8	3

1. HISTORY. This is an initial publication.
2. PURPOSE. To establish the policies and procedures applicable to the issue, maintenance and control of meal cards and the preparation of finance documents for Basic Allowance for Subsistence (BAS) and field operations.
3. SCOPE. This memorandum is applicable to all assigned and attached military personnel under control of the USA DENTAC.
4. REFERENCES.
 - a. AR 600-38, The Meal Card Management System, March 1988.
 - b. FORSCOM Suppl 1 to AR 600-38.
 - c. MILPER Memorandum Number 89-10, subject: Meal Card Management.
5. RESPONSIBILITIES.
 - a. The commander will appoint in writing a Meal Card Control Officer (MCCO) and Meal Card Controller (MCC).
 - b. The MCCO is responsible for the following:
 - (1) Establishing procedures to monitor the methods used by the MCC to issue, withdraw, and destroy meal cards.

(2) Appointing a responsible individual to conduct a semi-annual meal card audit within the DENTAC and report the results in writing to the DENTAC commander.

(3) Ensure that any deficiencies noted during audits are corrected within 30 days.

c. The MCC is responsible for the following:

(1) Destroy cards, which have been permanently withdrawn due to status change of service members by burning or shredding.

(2) Complete all administrative requirements associated with the control of meal cards.

6. Soldier Support File (SSF).

a. An SSF will be established in TACCS during in-processing of all assigned personnel.

b. The SSF will be used to generate meal cards for those soldiers authorized SIK.

c. The MCC will update the subsistence information on the TACCS as required.

7. Field Operations.

a. When enlisted soldiers receiving BAS participate in field duty, reimbursement from the first meal available through 15 days will be effected through BAS recoupment. For field duty in excess of 15 days, BAS entitlements will be suspended.

b. When officers participate in field duty, reimbursement will be through payroll deduction regardless of the field duty duration.

c. The MCC will initiate action through DFAO to effect reimbursement from enlisted and officer personnel.

d. When a field meal card is required, a blank or individual entitlement card may be issued.

8. Administrative Requirements:

a. Each month, or as changes occur, a memorandum will be provided to the Nutrition Care Division listing all DENTAC soldiers who are on meal cards. The memorandum will include name, social security number, and unit.

b. In the event DENTAC soldiers are involved in field training, the MCC will submit a DA Form 4187 to DFAO for collection.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSRJ-CDR Fort Huachuca Arizona 85612-7040

//Signed By//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

DISTRIBUTION:
DSBJ-CDR - 1
DSBJ-RDC -- 6